

**RURAL BUSINESS OPPORTUNITY GRANT
GUIDELINES FOR APPLICATION ATTACHMENTS**

1. Scope of Work
 - a. Description of the project
 - b. Details of the proposed activities to be accomplished and timeframes for the completion of each task
 - c. Number of months duration of the project
 - d. Estimated time it will take from grant approval to beginning of project implementation
2. Written Narrative
 - a. Explanation of why the project is needed, the benefits of the proposed project, and how the project meets the grant selection criteria
 - b. Area to be served identifying each governmental unit to be affected by the project
 - c. Description of how the project will coordinate economic development activities with other economic development activities within the project area
 - d. Business to be assisted; economic development to be accomplished
 - e. Explanation of how the project will result in increased or saved jobs in the area and the number of projected new and saved jobs
 - f. Description of applicant's demonstrated capability and experience in providing the proposed project assistance or similar economic development activities, including experience of key staff members and persons who will be providing the proposed project activities and managing the project
 - g. Method and rationale used to select the areas and businesses that will receive the service
 - h. Brief description of how the work will be performed including whether organizational staff or consultants or contractors will be used
3. Evaluation method to be used by the applicant to determine if objectives of the proposed activity are being accomplished
4. Intergovernmental review comments from the Division of Community Services

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